

# INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

<b>1. POST</b>	<b>2. AGENCY</b>	<b>3a. POSITION NO.</b>
KAMPALA	USAID	
<b>3b. SUBJECT TO IDENTICAL POSITIONS?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
Agencies may show the number of such positions authorized and/or established:		

<b>4. REASON FOR SUBMISSION</b>
<input type="checkbox"/> a. Reclassification of duties: This position replaces Position No.: _____ Title: _____ Series: _____ Grade: _____
<input type="checkbox"/> b. New Position
<input checked="" type="checkbox"/> c. Other (explain): Update

<b>5. CLASSIFICATION ACTION</b>	<b>Position Title and Series Code</b>	<b>Grade</b>	<b>Initials</b>	<b>Date (mm-dd-yy)</b>
a. Post Classification Authority:	Development Assistance Specialist, FSN-4005	10		
b. Other:				
c. Proposed by Initiating Office:				

<b>6. POST TITLE POSITION</b> (if different from official title)	<b>7. NAME OF EMPLOYEE</b>
	Vacant
<b>8. OFFICE/SECTION:</b>	a. First Subdivision: Health and HIV/AIDS Office
b. Second Subdivision:	c. Third Subdivision:

<b>APPROVALS AND SIGNATURES SECTION</b>	
<b>9.</b> This is a complete and accurate description of the duties and responsibilities of my position.	<b>10.</b> This is a complete and accurate description of the duties and responsibilities of this position.
Typed Name and Signature of EMPLOYEE Date (mm-dd-yy)	Typed Name and Signature of SUPERVISOR Date (mm-dd-yy)
<b>11.</b> This is a complete and accurate description of the duties and responsibilities of this position. <b>There is a valid management need for this position.</b>	<b>12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.</b>
Typed Name and Signature of SECTION CHIEF or AGENCY HEAD Date (mm-dd-yy)	Typed Name and Signature of Human Resources Officer Date (mm-dd-yy)

**13. BASIC FUNCTION OF POSITION**

Position is located within the Health and HIV/AIDS Office, Development Objective 3 (DO3), USAID/Uganda. The primary purpose of this position is to oversee the entire Health and HIV/AIDS Office financial portfolio valued at approximately \$ 250 million annual budget with over forty major activities funded through both bilateral and field support mechanisms; assist the DO 3 Team leader in developing the annual program budget: assist the Financial Analyst in developing the DO 3 Cost Operations budget: oversee procurement actions, track procurement documents, and update the DO 3 procurement plan across sub-teams: complete financial reporting requirements for Presidential Initiatives and other USAID funding and assisting the DO 3 Team leader and Health and HIV/AIDS Sub-Team Leaders with responding to additional financial needs as requested

**14. MAJOR DUTIES AND RESPONSIBILITIES****% OF TIME**

1. With limited supervision, provides programmatic and administrative leadership in structuring, updating, and overseeing the entire DO 3 Team financial portfolio, which is currently \$250 million in FY 2014 funding, and has been increasing substantially on an annual basis over the past several years. The incumbent is responsible for monitoring the President's Emergency Plan for AIDS Relief (PEPFAR) funds, which constitute high percentage of the entire DO 3 budget, monitoring the President's Malaria Initiatives (PMI) funds, Population funds and miscellaneous funds from various other sources (70% time).

The responsibilities include:

- a) Working closely with the DO 3 Team Leader, the DO 3 Sub-Team Leaders and the Financial Analyst (FA) who is the Financial Management Office representative to DO 3, to construct DO 3 Program Budgets by Program Area and Element Level and by congressional earmarks for planning purposes. Works closely with activity managers within the various Sub-Teams to identify and budget appropriately for activities under the different categories of funds (PEPFAR, PMI, Population, Maternal and Child Health, TB)
- b) Works closely with Sub-Team leaders for Health and HIV/AIDS along with the FA to construct budgets for the PEPFAR Country Operational Plan, the Malaria Operational Plan, and other program area and element area budgets for planning purposes.
- c) Assist Sub-Team Leaders and other team members in providing financial data and analysis for quarterly, semi-annual and annual reports for the PEPFAR, PMI and other health program areas and elements.
- d) Engages activity managers in monitoring program funds through projections from the activities and from the actual expenditures in the Financial Management Office database, oversee the quarterly accruals and expenditure reporting process to Financial Management Office, and updates the DO 3 Team Leader on a quarterly basis.
- e) Receives the quarterly financial Pipeline Report from FA, reviews activities with activity managers and Sub-Team Leaders, and provides an oral pipeline analysis to DO 3 Team Leader in preparation for quarterly Mission pipeline and procurement plan review.
- f) Participates in quarterly Mission pipeline and procurement plan reviews, responding to DO 3 related financial management issues that are identified in the review. Provides follow-up to any identified financial management issues that require action.
- g) Works closely with the FA to plan budgets for DO 3 program-funded USAID management costs (Cost of Operation's Budget), which includes FSN and Personal Services Contractors' costs, office supplies and management, Motor pool, etc.
- h) Assist activity managers in formulating budget projections, both bi-lateral and field support, taking into consideration activity mortgages and pipelines.
- i) Submit budget updates to the Team Leader, Sub-Team Leaders, Activity Managers, Financial Management Office, and the Program and Policy Development Office as appropriate or requested.

## INTERAGENCY FSN EMPLOYEE POSITION DESCRIPTION

- j) Works hand-in-hand with the Program Office on the DO 3 Congressional Budget Justification (CBJ), annual obligations budget program area, on documentation for obligation into the DO 3 Development Objective Agreement (DOAG) and DOAG amendments/modifications, and on preparing the field support budget for USAID/Washington.
- k) Regularly reviews DO 3 budgets and reports from Phoenix with the FA, reviews grantees, and contractors' advances and liquidation administrative vouchers for the Team Leader's approval for those activities of a general nature which do not fall under any of the sub-teams.
- l) Participates, as requested, in meetings with the Team Leader, in Sub-Team meetings, and/or in meetings with the USAID/Kampala Mission Director and Deputy Mission Director where DO 3 financial issues are under discussion.
- m) As and when requested, compiles financial information for the Government of Uganda.
- n) Provides programmatic and administrative oversight to procurement actions across DO Sub-teams. While these are similar to some of the responsibilities listed above, they are specific to procurement actions. (30% time)

### Responsibilities:

- a) Works closely with activity managers to provide financial data for preparation of documentation on sub-obligations into specific implementing partner instruments and other mechanism of a general and overall nature through financial requisitions, Strategic Objective Implementation Letters (SOILs), and other mechanisms.
- b) Participates in the clearance process of financial requisitions and other documents by reviewing and clearing off on the documents before they go to the Team Leader and/or Deputy Team Leader.
- c) Works with activity managers, Sub-Team Leaders and the DO 3 Acquisitions and Assistance (A &A) Office representative to update the DO 3 procurement plan on a quarterly basis in preparation for the quarterly Mission pipeline and procurement plan review.
- d) Participates in program/pipeline/procurement (PPP) Mission review, responding to DO 3 budget-related procurement issues.

## 15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

### a. Education:

A Bachelor's degree is required. A Bachelor's degree in Financial Management, Business Administration, Accounting, Social Science or related field is preferred.

### b. Prior Work Experience:

Two to three years of progressively responsible work in financial management, budgeting, accounting, business administration, program management, project development, social economic and/or social cultural analysis or related field is required. Prior experience working with USAID or USAID implementing partners in budgeting, financial management or related work is highly desirable. Experience in a responsible position of accounting, budgeting, financial management, or business administration with other international donor organization is desirable.

### c. Post Entry Training:

USAID Financial Management, USAID Activity Management, Financial Analysis, as available

### d. Language Proficiency (List both English and host country language(s) proficiency requirements by level (II, III) and specialization (speaking/read):

Demonstrated outstanding competence in spoken and written English (level 4) is required.

### e. Job Knowledge:

Computer knowledge is required. Knowledge of accounting and budgeting practices and procedures is required. Knowledge of USAID policies, goal, procedures, and programming methods is desirable

## f. Skills and Abilities:

A high degree of computer proficiency, including spreadsheet development and management is required. Strong skills in financial management and budgeting are required. Good interpersonal skills, ability to meet tight deadline, dependable, discreet, must be able to write clearly and concisely in the English language and function well in an environment that requires responding to ad-hoc requests and deadline with little lead time.

<b>16. POSITION ELEMENTS</b>
------------------------------

## a. Supervision Received:

- a) Receives direct supervision from the Health and HIV/AIDS Office Director and works closely on a day-to-day basis with the Office Deputy Director, Health and HIV/AIDS Sub-Team Leaders and USAID Financial Management Office. As required, also meets regularly with and supports budget and financial management processes with the USAID Program and Policy Development (PPD) and Acquisitions and Assistant (A &A) Offices. S/he liaises from time to time, particularly in relation to operation plan development and reporting, with the SO8 implementing partners on financial reporting.

- b) Supervision Exercised: Position is non-supervisory

- c) Available Guidelines:

## b. Supervision Exercised:

Position is non-supervisory

## c. Available Guidelines:

ADS Series 200 and USAID Mission Orders. The USAID IPS and SO Agreements, Position Description.

## d. Exercise of Judgment:

A level of judgment is exercised in determining application of agency regulations and requirement, analyzing and recommending solutions and alternatives and evaluating data for reliability. A high degree of confidentiality and discretion is required in handling sensitive budgetary information.

## e. Authority to Make Commitments:

This position holds no authority to make financial commitments.

## f. Nature, Level, and Purpose of Contacts:

Contacts are maintained with mission personnel, USAID Implementing Partners, AID/Washington (as requested), & the Government of Uganda (under the guidance of the PPD Office and the SO8 Team Leader).

## g. Time Expected to Reach Full Performance Level:

Approximately 52 Weeks